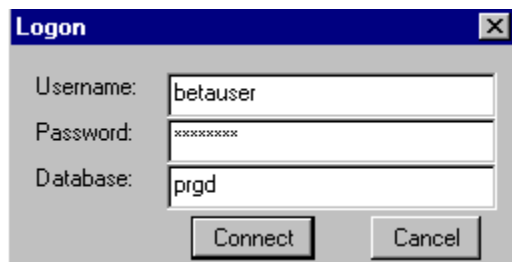# Lesson 1 - Entering a Herd Test or Vaccination

In this lesson you'll accomplish the following:

- ✍ Create a Premises record (if needed)
- ✍ Enter Event Summary information
- ✍ Enter Sample records
- ✍ Enter Test Results records
- ✍ Query existing records

NOTE: Access the Generic Data Base system by first double clicking on the APHIS Menu icon. At the logon window enter the assigned username, password and data base and press **ENTER**. Use the **TAB** key to move between the username, password and data base fields.

Logon	
Username:	betauser
Password:	********
Database:	prgd
	Connect Cancel

Function keys

Access a list of function keys from any form by clicking on *Help*, and then *Keys*.

F3	copy value	**F9**	list values
F4	duplicate record	**F10**	commit record
F5	jump key in Sample form	**Tab/Enter**	next field
Shift-F4	clear record	**Shift-Tab**	previous field
Shift-F5	clear previous records	**Ctl-PgUp**	previous block
F6	insert new record	**Ctl-PgDn**	next block
Shift-F6	delete record	**Dn-Arrow**	next record
F7	enter query mode	**Up-Arrow**	previous record
F8	execute query	**Sh-F2**	count records

In the GDB system, errors and tips are displayed in the lower left side of your screen to guide you through data entry.
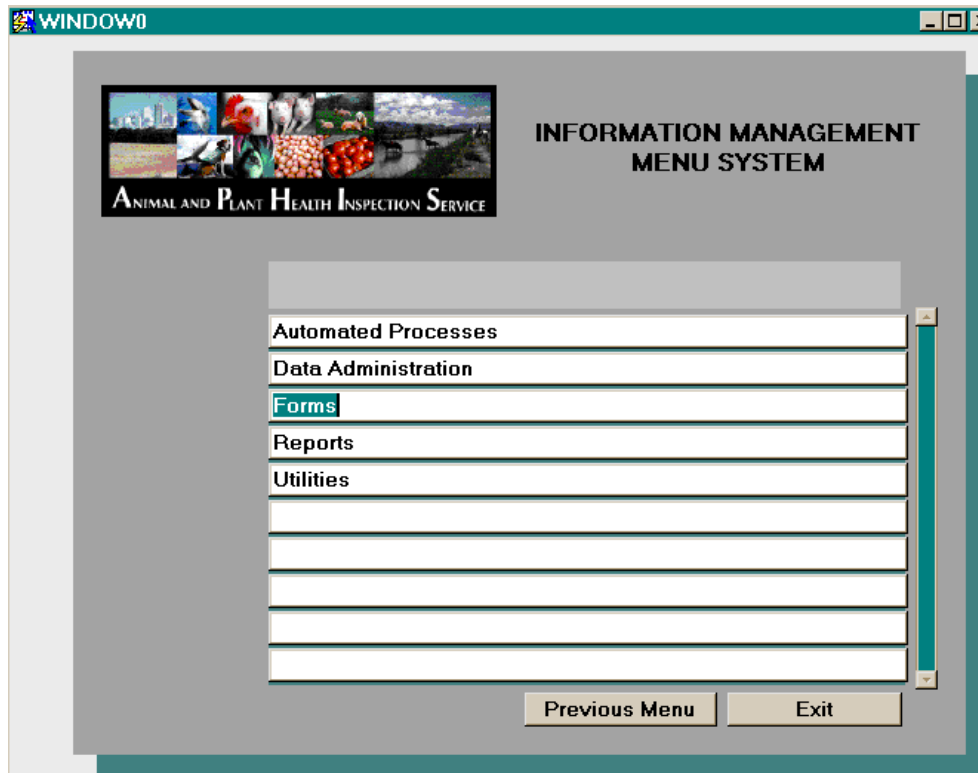
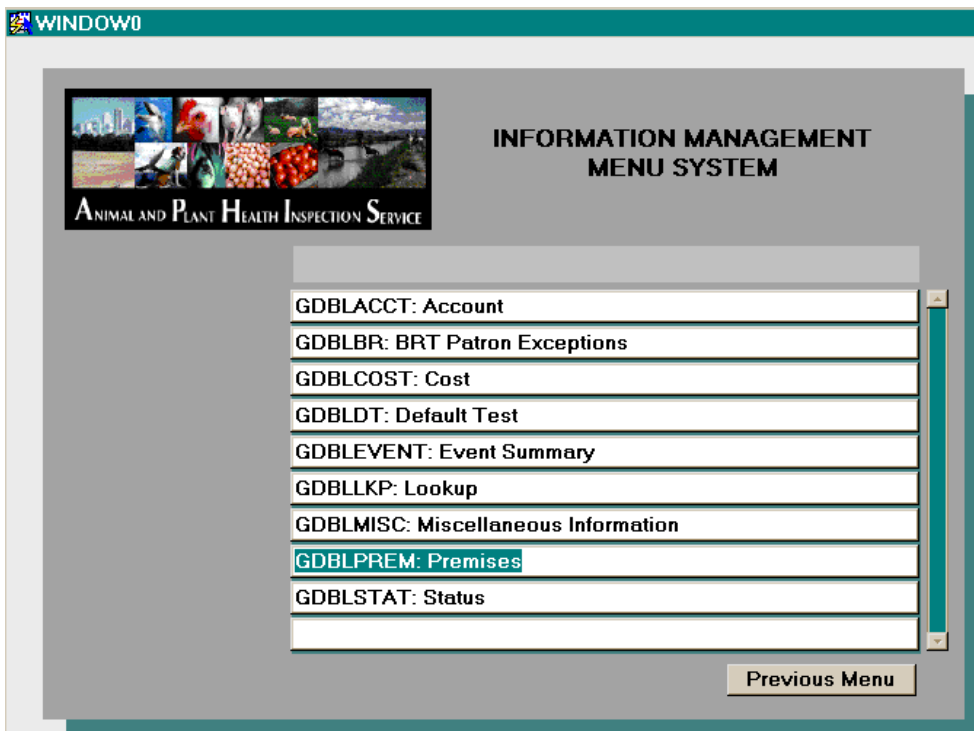# Exercise 1 - Creating a Premises record

Step 1

Access the Premises form. Using the mouse, click on the *Generic Data Base* option from the Information Management Menu System Main Menu.
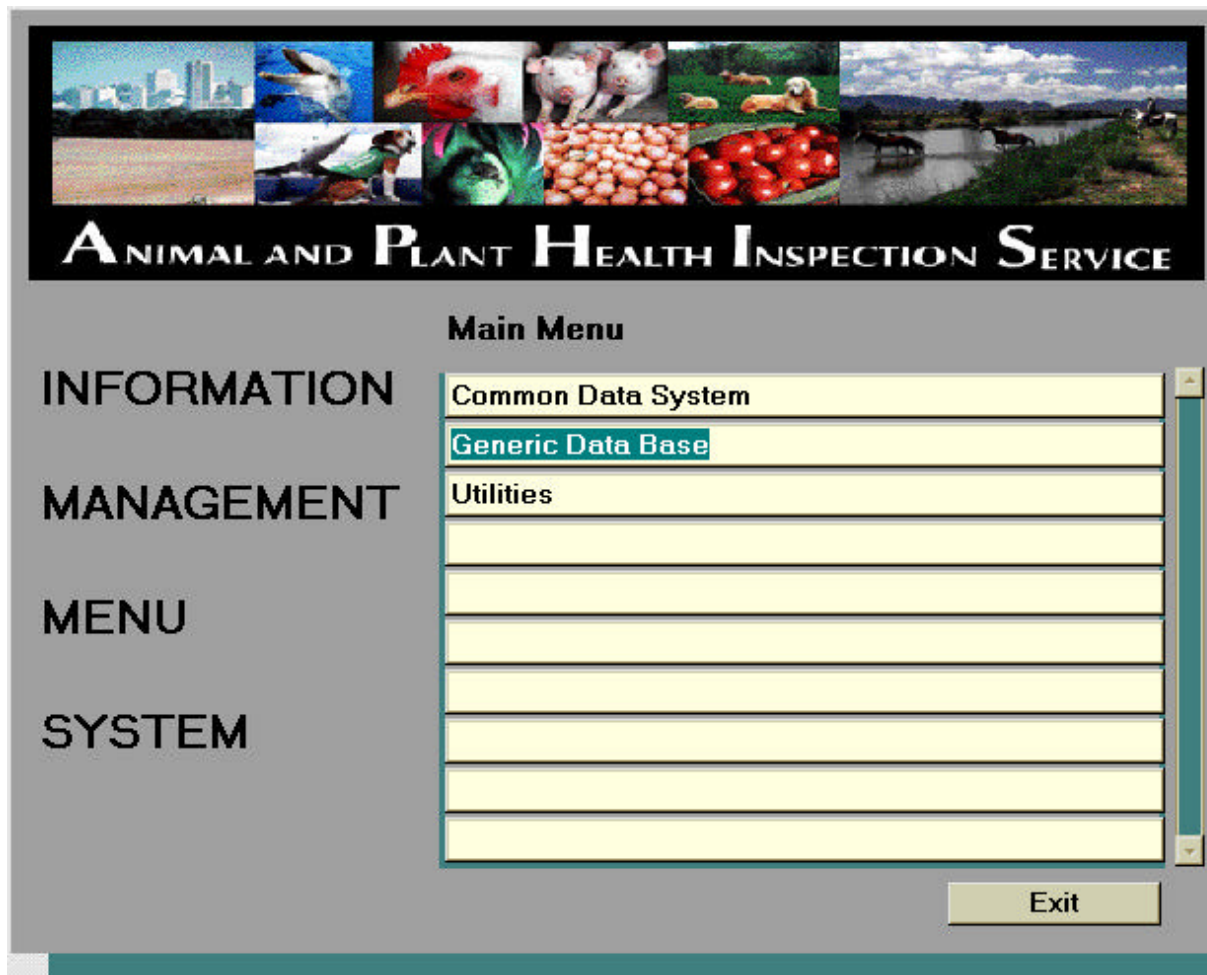
Click on *Forms* from the Generic Data Base menu.

Click on *Premises* from the Forms menu.

> NOTE: The Premises form, may be accessed by clicking on the Premises button in Event Summary, Status or Misc-Info forms.

Step 2

Enter a premises ID and press **ENTER**.

> NOTE: The Premises ID may be based on a premises name (i.e., George Washington may be WASHINGG). If the data base has two owners with the same name, a minor variation is sufficient (i.e., WASHINGGO). Our recommendation for a standard Premises ID is 7 or 8 characters of the last name plus initials of first and middle names. States may select whatever system works best for them.

Step 3

Enter the name of the premises owner (or the business name or the herd name) in the name field. Enter the last name first, add a space, enter the first name and press **TAB/ENTER**. The information entered will automatically be added in the Contact Information fields. Information entered in the Name, Address and City fields is automatically init-capped.

NOTE: All names should be entered in the standard format of Last Name, First Name, Middle Initial. **Do not use any punctuation**. If you enter a business or herd name in the Name field, you might want to edit the Contact Information. Otherwise, mail will be delivered to the business or herd name. If the address of the contact person is different than the premises address, you may wish to change the address in the contact block as well.

Step 4

Enter the address information. Do not use any punctuation when entering addresses. Press **F9** or click on the **L** button to access a list of values for the County field. To quick search the list, place the cursor to the left of the % sign in the Find box at the top of the list. Enter the first two or three letters of the county and click on the **Find** Button. Once the county code or name is highlighted, click **OK**. The county code and name will be entered. Use **Tab** or **Enter** to move to the Front Gate Latitude field.

Step 5

Enter the Front Gate Latitude in the format *nn.nnnnnn*. Enter the Front Gate Longitude in the format *-nnn.nnnnnn*. Click the down arrow on the Geo Source box and select which method was used to collect the coordinates: **AG** = address geocoding; **DA** = digital atlas (i.e., Street Atlas USA); **GPS =** Global Positioning System receiver; **MAP** = hard copy map; **OTH** = other method. Press **Tab** or **Enter,** click the down arrow in the **Datum** box, and select the map datum, if known. The choices are **NAD27**, **NAD83**, **NSG**, **ST PLANE**, **UTM**, **WGS84**, **OTHER**, and **UNK**. Press **Tab or Enter** to move to the Township field. Enter the Township in the format *TnnnN* or *TnnnS*. Enter the Range in the format *RnnW* or *RnnE*. Township and Range entries can be from one to three whole numbers. Press the **Tab** or **Enter** key and enter the appropriate section number (1-36) and quarter section (NE, NW, SE, SW), if known. Press **CTRL-PGDN** to access the Premises Communications block. You may also use the mouse and click in the Priority field.

Step 6

The Premises Communications block specifies the first point of contact for the premises, and how that person should be contacted. In the first row, numerically indicate the priority (1,2, or 3) of the contact person and whether this information refers to the premises itself (P) or the contact person (C). For example, if the person can be reached at the premises, place a P in the Premises/Contact field. If the contact person should be contacted at the address listed under the Contact block, enter a C in the Premises/Contact field. Next, indicate the type of communication (e-mail, fax, phone, website, or other) and the specific communication information (i.e., phone number, e-mail address, fax number). Press **Tab** or **Enter** between each entry, except at the end of the final line of data.

NOTE: Pressing the **Tab** or **Enter** key or placing the cursor in the next line of the Premises Communications block will require data to be input on this line before the cursor will move to the Supplemental Information block. To avoid this problem, choose **Ctrl PgDn** instead of **Tab** when all communications information for this block have been entered. If there are no communications information to enter, press **Ctrl PgDn** twice to skip this block.

Reports will display the lowest priority number for selected premises or contacts. Press **CTRL-PGDN** to access the Supplemental Information block. You may also use the mouse and click in the Prem Type field.

NOTE: Multiple Supplemental Information records can be created for each premises. However, the Prem Type and Species combination must be distinct for each record created, i.e., FRM-BOV, FRM-POR, CSL-POR, FTF-POR. Prem Type and Species information must be entered in order to commit a Premises Supplemental record. At least one Premises Supplemental record is required for each Premises record.

Step 7

Enter the Prem Type and press **TAB/ENTER**. If the code for the Prem type is not known, click the **L** button or press **F9** for a list of values. Enter the Species and press **TAB/ENTER**. If the code for the Species is not known, click the **L** button or press **F9** for a list of values. If desired, you can enter the number of animals in the herd and press **TAB/ENTER**.

Step 8

The Geo Locator y (latitude) fields will only accept **new** data in the format *nn.nnnnnn*. Geo Locator x (longitude) fields accept data in any format. An existing premises record may display Geo Locator y coordinates that were not originally entered in the *nn.nnnnnn* format. However, if any change is made to the incorrectly formatted Geo Locator y entries, the record will not recommit until the correct format is used. Use the **Tab or Enter** key to move to the next field.

NOTE: Changes can be made to other fields within the Premises Supplemental Information block even if data in the Geo Locator y field are incorrectly formatted. The record will be recommitted provided no modification has been made to the existing Geo Locator y data.

NOTE: Data entry in the Latitude or Longitude Geo Locator fields is not possible until data has been entered in the Front Gate Latitude and Longitude fields of the Premises Information block.

Step 9

If the Geo Source and Geolocator fields are used, refer to the "Guidelines for using Geolocator fields in the Generic Data Base." In the Geo Source field, enter the code indicating the source of coordinate data and press **TAB/ENTER**.

The Supplemental Information block contains four pairs of geolocator fields which may be used to designate the location of any group of animals associated with a premises. Coordinate readings may be taken at each corner of a pasture, for example. Conversely, a single pair of coordinates may also be used to define the general location of a group of animals, especially if the area where the animals are kept is fairly small.

NOTE: Geographic locators (latitude and longitude coordinates) should be entered in decimal degree format. Most GPS receivers can be set to automatically output geographic coordinates in decimal degrees. For example, the coordinates for Fort Collins are $x = -105.811111, \ y = 40.663611$. If conversion is necessary, the file **convertlonglat.123** can be used to convert longitude and latitude readings from degrees, minutes, seconds to decimal degrees.

NOTE: Data entry is optional in all fields except Prem Type and Species. Codes may be defined by the user for the User Fld 1, 2, 3 fields. In the Remarks field, the user may add additional information about the premises, type of operation, species or location.

Step 10

Press **F10** to commit the record. Exit the form by pressing **CTRL-Q** or clicking on the **Exit** button.

You can attach additional Premises Supplemental records to a Premises record. To create another record while the cursor is in the Premises Supplemental block, press **DN ARROW**. A new Premises Supplemental form will display. Enter values for a new Prem Type and Species and commit the record.

Exercise 2 - Querying the Owner-Premises Table

The **Query Owner Premises** button calls another form that allows you to query the Owner Premises table for any records that contain the Prem ID in the Prem record from which the call is made.

Step 1

Click on the **Query Owner Premises** button.   When the Query Owner Premises form appears, the first block is in query mode. Press **F8** to execute the query. All owner premises records where the Prem ID1 field equals the Prem ID of the record in the Premises form will be displayed in the upper block. If no records are found, press **CTL-Q** or click the **Cancel** button.

Step 2

Press **CTL-PgDn** to move the cursor to the second block. (It is not possible to use the mouse to position the cursor into the second block. You must press **CTL-PGDN**.) The second block will be in query mode. Press **F8** to execute the query. Any owner-premises records where the Prem ID2 field equals the Prem ID of the Premises form will be displayed in the lower block.

Step 3

Press the **Exit/Cancel** button to return to the Premises form.

Exercise 3 - Entering Event Summary, Sample Information and Test Results

Step 1

Access the Event Summary form. Using the mouse, click on the Generic Data Base option from the Main menu. Click on Forms from the Generic Data Base menu. Click on Event Summary from the Forms menu.

Step 2

The cursor will be located in the Disease field of the Disease Program Information block. The form is in Query mode. Select the label set desired. Enter the disease, species and event type. Press **F9** or click on the **L** button to access a list of values for each field. Press **F8** to execute the query. If the query is successful, the cursor will move to the Prem ID field of the Premises Query block in Query mode.

> NOTE: The label set can be changed for any change in event type, disease or species as needed to start a new Event Summary record. Press **CTRL-PGUP** until you access the Disease Program Information block or use the mouse and click into one of the fields in the block. Press **F7**, enter the criteria for the label set and press **F8**.

Step 3

From the Premises Query block, enter a Prem ID or other premises selection criteria and press **F8** to execute the query.

> NOTE: Query information can be entered in any field of the Premises Query block except the Co Name field, which is a display field. Queries in the Prem Type/Species sub block will not be executed until a Premises has been retrieved.   The Species code found in the Event Summary block will match the Species code displayed in the Premises Query sub block. If data entry has not begun and the Prem Type/Species retrieved in the Premises Query sub block are not suitable for the Event Summary record to be made, press **CTRL-PGUP** or place the cursor in the Prem Type/Species field. Scroll through the list of Premises Supplemental records, select the appropriate Prem Type and Species and press **CTRL-PGDN** to return to the Event Summary Information block. If the Prem Type/Species does not exist, enter a new Supplemental Information record using the Premises form. (See Exercise 1.) The Premises form may be opened by clicking on the Premises button.

Step 4

Enter additional information in the Event Summary Information block as needed. Data entry in highlighted (or shaded) fields is required.   If you have placed the cursor in a required field, but you don't know what value to enter, press **F9,** or make any entry (such as an "X") and press **ENTER**. When an invalid entry is entered, a drop-down list will appear. Make the selection desired and click **OK**. The same drop-down list will appear if you click on the **V** button before placing the cursor in the required field. Fields with the **V** button require valid values and the system checks entries against the Lookup table. Press **F10** when data entry is complete to commit the record.

> NOTE: Fields with a **L** button do not require a validated entry, but a list of recommended values may be available. Display the list by clicking on the **L** button or pressing **F9**. Be sure to commit the Event Summary record before accessing the Sample form or starting another Event Summary record. Certain features of the forms that help speed up data entry will not work if you do not commit the record.

Step 5

Press **CTRL-PGDN** or click on the Sample button to access the Sample form. You may also choose the option of using the Short Sample form (for minimal data entry) if desired.

NOTE: The Unit field may be used to record the lot number.

Creation of a Sample record may not be required if the animal's test result is negative. A Sample record must be created for traceback purposes if the animal is other than negative.

A Case Nr links the Sample record to a TRACE Status record. If in the Sample record, the Case Nr. field is blank, and S, R, or P is entered in the Test Interp field, the system will create a TRACE Status record when you run the Generate Traces process from the Automated Processes menu. The Generates Trace process also creates the 4-106 document for delivery to the field.

If "I" is entered in the Ind Range field, the Sample record represents one animal and all ID information entered in the ID fields (ID1 - ID6) pertains to one individual animal.

If "R" is entered in the Ind Range field, the Sample record represents a range of animals and the information entered in the ID fields pertains to a several animals. This may be needed if multiple samples are combined as for residue tracing, or where individual animal Ids are not available, in swine testing, or in vaccination.

Step 6

You should enter all needed information on the first sample. The sequence number (Tube Number) starts at 1, but can be changed. Use the Ind Range field to indicate whether the record applies to an individual (I) animal or a group (R) of animals.

Fields with a **Q** button allow a query to be executed against the Premises table. For example, if you enter a valid Prem ID in the Prem ID field of the Owner Information block and click on the **Q** button, the Prem Name will be displayed in the Name field of the Owner Information block. Data that may already be in the other Owner fields will also be replaced.

When you press the **Q** button next to the Origin field, a query is executed against the Premises table. If the value in the Origin field matches a Premises ID, the Premises Name will be displayed in the Prem Name field. When data entry is complete, press **F10** to commit.

The **Tag Query** button by the ID fields, when clicked, will cause the system to query the Misc_Info table to find Prem IDs where tags were initially distributed. The records retrieved will display on the Tag Distribution form. The Prem ID you select from the Tag Distribution form will be placed in the Origin field of the Sample form. In order for this Tag Query button to work, the tag distribution information must be entered in the Miscellaneous Information table. See Exercise 3 in Lesson 2 for instructions.

Owner info, if only a name is known, can be entered without a Prem ID. You can enter either a County Code or County Name and the other will be displayed. If a county name is entered, it must be spelled correctly including the init-cap. Be sure to commit each sample record when data entry is complete before starting data entry on another record.

The **F5** key may be used on the Sample form to skip certain fields during data entry. The cursor is in the Seq Nr field when the Sample form is first accessed. Pressing the **F5** key will move the cursor to the following fields, in order:

> ID2
> ID3
> Age (Press **Enter** to move the cursor to the Breed and Sex fields where **F5** is also active.)
> Owner Name

Step 7

To enter multiple samples, press **DN ARROW** to start another sample. Certain fields will default from the previous record and the Sample Sequence Number will increment by one. Use of the **F5** key will move the cursor to the ID1, ID2, Age, and Owner Name fields while skipping other fields. This allows for faster data entry.

Step 8

If minimal data entry is required to create Sample records, click on the **Short Sample** button instead of the **Sample** button. No keystroke is available to access the Short Sample form.

Each line represents a separate Sample record. Among other differences between this form and the full-size Sample form is the number of ID fields (three instead of six). Use the **DN ARROW** (Next Record) to move the cursor from line to line. The special features of the minimal entry form are the same as those on the regular Sample form. The Test Information block at the bottom of the form is linked to the Sample record by the Seq Nr highlighted in the Sample Information block. The Previous Block function (**CTRL-PGUP**) does not work from the Short Sample form. You must click the **Summary** button at the bottom of the form in order to return to the Summary form.

Step 9

Whether using the regular Sample form or the Short Sample form, if test results for a Sample record are to be entered, press **CTRL-PGDN** or click into the Test name field. If default test values exist for the disease and species, the values will be displayed in the Test Name and Test Result fields. Otherwise, enter the test desired or modify the test entries as needed. Press **ENTER** to move the cursor between the Test Name and Test Result fields. Press **DN ARROW** or **UP ARROW** to move the cursor from one Test Name column to another Test Name column. Press **F10** to commit the record. Press **CTRL-PGUP** to return to the Sample Information block. See page 1.16 for information about default test values.

Step 10

After entering and committing test results, to continue entering more samples, press **CTRL-PGUP** to return to the sample block and continue as outlined in Steps 6-9. When data entry is complete and all sample records have been committed, from the Sample block, click the summary button or press **CTRL-PGUP** (Previous Block) to return to the Event Summary block. The Previous Block function (**CTRL-PGUP**) does not work from the Short Sample form. You must click the **Summary** button at the bottom of the form in order to return to the Summary form.

Step 11

To start a new summary for a new premises while in the Event Summary form, press **SHIFT-F5** to clear displayed records. Press **CTRL-PGUP** twice to access the Prem ID field of the Premises Query block or click into the Prem ID field using the mouse.

Step 12

If you wish to continue using the same label set, there is no reason to query the labels again. Press **F7** to enter Query mode in the Premises Query block. Select a new premises. Press **CTRL-PGDN**, verify the Prem Type and Species, press **CTRL-PGDN** again to access the Event Summary Information block.

> NOTE: If you don't press the **SHIFT-F5** in Step 11, when you return to the Event Summary Information block, your previous Event Summary record will still be displayed. Press **DN ARROW** to start entry of a new record or click on the **New** button.

Step 13

When data entry for Event Summary records is complete and all records have been committed, press **CTRL-Q** or click the **Exit** button to return to the Forms menu.

Exercise 4 - Querying existing records

Query Event Summary and Sample records

When you first access the Event Summary form, the cursor is located in the Disease Program Information (Label Query) block in Query mode. Select an appropriate label set and press **F8** to move the cursor to the Prem ID field of the Premises Query block. You can query Event Summary records with or without first querying premises information. If you decide to query premises information, the Event Summary records later retrieved by another query may or may not relate to the premises information displayed in the Premises Query block depending on your search criteria. The two blocks query records independently. If you do not want to query premises information first, press **CTRL-Q** to cancel Query mode in the Premises Query block. The cursor moves to the Event Summary block. From here you can press **F7**, enter the search criteria desired and press **F8** to execute the query. The value entered for disease in the Disease Program Information block and the value for Prem ID in the Premises Query block, if entered, default as search criteria.

After a successful query of Event Summary records, click on the Sample button to access the Sample form. The system performs an automatic query of samples linked to the Event Summary record retrieved from your query. To execute a query on a specific sample, press **F7**, enter the search criteria desired and press **F8** to execute the query.

> NOTE: Remember, the Premises Query block and the Event Summary block query records independently. Check to see that the Premises ID displayed in the Premises Query block matches the Premises ID of the Event Summary block. Records retrieved are displayed in descending Event Date order (most recent first).

Query Lookup codes table

The Lookup form is designed primarily for queries. Access the Lookup form by clicking the Generic Data Base option from the Main menu. Click on Forms from the Generic Data Base menu. Click on Lookup from the Forms menu. Press **F8** to retrieve all lookup codes or press **F7**, enter the search criteria desired and press **F8**.

To add a new code, first query the desired code type. Scroll to the bottom of the list until a blank line appears or press **F6**. Enter the new code and commit the record. .

GDB_TL

Lookup Information

Type	Code	Origin	Valid	Description
CLA	BOVBL	P		Bulls
CLA	BOVBV	P		Bob Veal
CLA	BOVC4	P		Calves 400
CLA	BOVCA	P		Calves
CLA	BOVCN	P		Brucellosis Contractor (for Bovine)
CLA	BOVCW	P		Cows bells
CLA	BOVFF	P		Form Fed
CLA	BOVHE	P		Heifers
CLA	BOVIN	P		Brucellosis Inspector (for Bovine)
CLA	BOVNF	P		Non-Form Fed
CLA	BOVOT	P		Inspected by Other (for Bovine)
CLA	BOVST	P		Steers
CLA	PORBG	P		Barrows and Gilts
CLA	PORBS	P		Boars and Stags
CLA	PORCN	P		Brucellosis Contractor (for Porcine)

Main Menu

Lookup

Query
New
Save
Clear
Exit

Query Cost and Account records

If the herd test required payment of stop fees, there has to be an associated cost. Cost data are recorded using the Cost Information form.

Access the Cost Information form by clicking the Generic Data Base option from the Main menu. Click on Forms from the Generic Data Base menu. Click on Cost Information from the Forms menu. Press **F8** to execute a query on all cost records, or press **F7**, enter the search criteria desired and press **F8**. Make sure that each cost type is unique. You can program your own reports based on your own cost table. Press **ENTER** to move to the next field on the same line. Press **DN ARROW** to move between lines.

NOTE: Use the information below to guide data entry into the Cost Information form:
- The Cost Type entered must match the Event Type i.e., TEST, VAC-C, TBCF, etc.
- Every cost must have an Effective Date. Reports look for effective dates for costs.
- Costs do not have to be linked to specific diseases or species.

GDB_CA

COST INFORMATION

Cost Type	Amount	Disease	Species	Effective Date

New   Clear   Save   Exit

Use the Account Information form to create accounts to which costs are paid.

Access the Account Information form by clicking the Generic Data Base option from the Main menu. Click on Forms from the Generic Data Base menu. Click on Account Information from the Forms menu. Press **F8** to execute a query on all Account records, or press **F7**, enter the search criteria desired and press **F8**.

GDB_CA

ACCOUNT INFORMATION

Acct ID:
Account Class:
Disease:
Species:
Event Type:

Name:
Address:

City:
State: Zip Code:

Ind Fund:

New   Clear   Save   Exit

NOTE: Use the information below to guide data entry into the Account Information form:
- Accounts can be established based on a person or premises ID, or whatever else is desired.
- The Acct ID does not have to match a record in the Person or Premises table.
- If the account is established based on a person or premises ID, it is reasonable to have a match in the Person or Premises table.
- It is possible to have multiple accounts for an individual or premises.
- The Event Type must match the Cost Type entered in the Cost Information form. (Remember, the Cost Type entered had to match the Event Type entered in the Event Summary form.)
- The value entered in the Ind Fund field must match the value entered in the Fund code field of the Event Summary form.

Query Default Test records

Access the Default Test form by clicking the Generic Data Base option from the Main menu. Click on Forms from the Generic Data Base menu. Click on Default Test from the Forms menu. Press **F8** to execute a query on all Default Test records, or press **F7**, enter the search criteria desired and press **F8**.

Exercise 5 - Entering new Default Test records

A standard set (STD) Program code should be created for every disease and species combination for which you wish to have test results default for data entry. This will allow the system to default to the STD test set if the Event Reason code entered on the Event Summary form does not match a Program code in the Default Test table.

Step 1

Query the Default Test form to see if a STD Program code exists for each disease and species combination.

Step 2

If a disease and species combination does not have the STD Program code, create new records that contain the code. Begin by clicking on the **New** button. Enter the Disease code, STD for the

Program code, the Species code, the test priority and test name. Click on the **Save** button to save the new record. Click on the **New** Button again to enter another record.

Step 3

Delete all other test sets for a disease and species combination if only the standard set is needed. (You can have other default test sets for other specified event reasons.)

NOTE: Any test set must begin with a test priority 1, and have each test in sequence, i.e., priority must be 1, 2, 3, . . ., etc. If there is any break in sequence, higher numbers will be ignored. Priority is the order in which the tests are to be displayed.

Exercise 6 - Entering test records for the same animal for two different diseases

Note: The process described in this exercise also applies when doing test collection at two different times for the same animal.

An Event Summary record is needed for each type of test. For example, if you are testing cattle for both tuberculosis and brucellosis, create two Event Summary records, one for each disease. If you are entering PRV and BR for swine, you must create two Event Summary records.
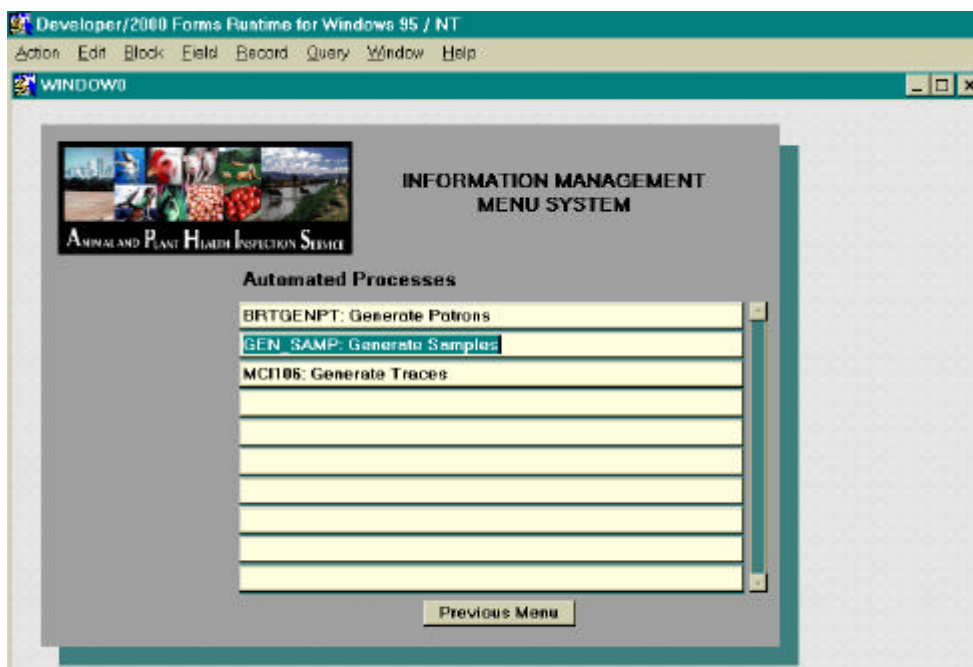
Step 1
Follow directions for entering Event Summary records outlined in Exercise 3 on page 9. Write down the ES_NR generated for each disease.

Step 2
Enter the Sample records (as outlined in Exercise 3, steps 5-10) with the ID of the animals under the Event Summary for one of the tests, giving animals their correct test interp for that test You can enter test results as needed also.

Step 3
From the Automated Process menu, select *Generate Samples* as shown below.

Step 4

Run the process using the ES_NRS you wrote down from Step 1. (You probably will use **N** for the Test Interpretation.) After entering the relevant information, click *Generate Samples.* A message will appear in the Status box telling how many samples were created Click on the *Save* button to make the generated records permanent on the data base.

Step 5

If you need to change the Test Interpretation on any particular animal for the second test, query the Event Summary record, go to the Sample form, (using the Sample or Short Sample form) query the Sample record that needs to be changed. Modify the Test Interp entry if needed.

Note: You may also add test results for non-negative animals.